

*****NATIONWIDE*****
VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 06-167

POSITION: Equal Employment Manager, 06-167, (PD No. 90055C00)

GRADE/PAY: GS-0260-12 \$62,291.00 - \$80,975.00 per annum

DUTY LOCATION: VAHR, Fort Pickett, VA

OPENING DATE: 27 October 2006 **CLOSING DATE:** 28 November 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Commissioned Officers

WHO CAN APPLY:

GROUP I - All qualified Commissioned Officers currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army or Air National Guard Commissioned Officers, regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia Army National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS: OFF: 01A

MILITARY ASSIGNMENT: Applicant selected must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS/SSI/AFSC prior to placement.

POINT OF CONTACT: COL David Archer (434) 298-6226

QUALIFICATION REQUIREMENTS:

GENERAL - Administrative, professional, investigative, technical or other types of experience which demonstrates ability to meet and deal effectively with persons of different ages, races, and economic and education background; to collect and assemble pertinent facts, and to prepare clear and concise written reports.

SPECIALIZED - Work experience listed on the application must show at least thirty-six (36) months of experience, such as: experience conducting problem-oriented organization or management analysis studies by developing detailed EEO affirmative action plans or similar work; experience that involved consideration and solution of the special problems faced by women and other relevant classes as employees and seekers of employment; experience which demonstrates successful performance of EEO work or work in one or more personnel specializations that demonstrates this; experience in any of a wide variety of positions that included regular, substantial involvement in EEO which demonstrates knowledge of the regulations, policies, complaint processing procedures, and methods of developing affirmative action plans; experience in a position which required investigating and analyzing problems, such as equal opportunity complaint investigating, management analysis, etc.; experience in a position which required regular assignments to write in a variety of formats for diverse audiences including investigations, research work, public information work, newspaper reporting, position classification, or any of a wide variety of similar positions; experience in any of a wide variety of positions that require face to face resolution of substantial problems or differences such as labor contract negotiation, etc.; experience in managing an EEO project or program, and evaluating progress toward objectives; experience which required interpreting the specialized language of laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to analyze organizational policies and practices to identify barriers to EEO.
2. Knowledge of particular employment problems faced by women, minorities, etc.
3. Knowledge of personnel management policies and procedures.
4. Knowledge of compliance program requirements.
5. Skill in investigating and analyzing problems.
6. Skill in meeting and working with a variety of people.
7. Knowledge of EEO Program management.
8. Skill in reading, understanding, interpreting and explaining technical material, i.e., regulations, laws, court decisions.
9. Ability to communicate in writing.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 06-167

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 90055C00: Serves as principal advisor to the Adjutant General and manages the Equal Employment Opportunity program to include Special Emphasis Programs, the Affirmative Employment Plan, Alternate Dispute Resolution, and Complaints Processing System for the Army and Air National Guard population of the state. Studies and analyzes employment laws, regulations and policies from National Guard Bureau Headquarters to formulate and implement the state's EEO program. Prepares and coordinates the implementation of the State Affirmative Employment Plan, together with the J1, (Director of Manpower & Personnel) formulates policies designed to prohibit discrimination due to race, color, religion, sex, national origin, age and disability. Reviews Human Resources policies and programs to determine barriers, if any; advises the Adjutant General relative to their impact on National Guard policy to overcome under representation of minorities and women; and recommends changes or new actions to the Adjutant General, Chief of Staff, and Human Resource Officer. Develops and conducts equal employment opportunity training for new hires and supervisors. Participates in the development and administration of the state's upward mobility program, conducts meetings both on and off the National Guard installation with community outreach organizations in the interest of improving equal employment opportunity/diversity initiatives and relationships. In conjunction with the State HR/EO and MEO Officers, coordinates and assists in the development of ARNG EO and ANG MEO military programs and affirmative action plans. Counsels employees and applicants who believe they have been discriminated against; insures the timely, fair and impartial consideration and disposition of complaints; maintains and secures all documents pertinent to informal and formal complaints. Selects Special Emphasis Program Managers and EEO Counselors, and oversees their collateral work assignments. Monitors state's Military EO complaints processing system on behalf of the Adjutant General.

REMARKS: This agency may pay a recruitment bonus (NTE 10%) of basic pay for the selectee provided he/she is an eligible newly appointed employee (Groups II & III). Before the recruitment bonus may be paid, the employee will be required to sign a written service agreement to complete a minimum of 24 months service with the agency. Failure to complete the service agreement will obligate the employee to a pro rata repayment of the recruitment bonus to this agency.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/ NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...MAY PAY RELOCATION EXPENSES ...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. SELECTION AND PLACEMENT OF ANY GROUP II OR GROUP III APPLICANT IS CONTINGENT UPON SATISFACTORY COMPLETION OF A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THIS AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-167

David A. Archer
COL, AD, VaARNG
Human Resource Officer